



**MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY**

OFFICE OF THE GOVERNOR

**MS. TOMMYE DALE FAVRE**

**EXECUTIVE DIRECTOR**

Office of Grant Management

**REQUEST FOR PROPOSALS**

*For the selection of a service provider for*

**Construction Skills Training & Work Experience  
in Southeastern Mississippi**

July 1, 2007 through June 30, 2009

Proposals are due:

**BY:** 2:00 P.M.  
**ON:** MAY 1, 2007  
**TO:** Charles Touchstone, Chief  
Procurement  
**AT:** Mississippi Department of Employment Security  
1235 Echelon Parkway  
Jackson, Mississippi 39213

Please address questions:

**TO:** Charles Touchstone, Chief  
Procurement  
**AT:** Mississippi Department of Employment Security  
1235 Echelon Parkway  
Jackson, Mississippi 39213  
**EMAIL:** [bids@mdes.ms.gov](mailto:bids@mdes.ms.gov)

Equal Opportunity Employer/Program  
Auxiliary aids and services available upon request  
to individuals with disabilities: TDD/TTY 601-321-6056

# Construction Skills Training & Work Experience

## REQUEST FOR PROPOSALS

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# **Construction Skills Training & Work Experience Request for Proposals**

## **I. Overview**

The Mississippi Department of Employment Security (“MDES”, “Agency” or “State”) is seeking proposals to provide construction and construction related training to individuals facing multiple barriers to employment. Training is funded through the U.S. Department of Labor National Emergency Grant (NEG) and all trainees are required to meet NEG eligibility requirements. This training initiative is designed to help rebuild areas impacted by Hurricane Katrina. The Contractor will be required to partner with a non-profit organization or governmental entity to provide an on-site training opportunity in which trainees participate in the construction of a low to moderate income single family dwelling while receiving paid work experience or stipends. The training and work experience should take place in one or more of the following counties:

Forrest  
George  
Hancock

Harrison  
Jackson  
Lamar

Pearl River  
Stone

## **II. Funding**

This project will be funded at up to \$1 million for one year with an option for up to one additional year at the same or a similar amount. Funds will be made available from the Workforce Investment Act of 1998 (WIA), Hurricane Katrina National Emergency Grant. All services and expenditures must meet WIA requirements.

Other Federal, State, local and private funds may be leveraged. MDES’ contribution, however, is not expected to exceed \$ 1 million annual level.

## **III. Qualified Bidders**

Proposing organizations must:

- Be licensed to do business in Mississippi;
- Have three or more years of successful experience in managing Federal funds;
- Have three or more years of experience in delivering training services to the groups targeted by this project;
- Be able to access and leverage a substantial array of other resources beyond the funding provided by MDES;
- Include letters of support from the Director or Board Chairman of the Twin Districts Local Workforce Area and from the WIN Job Center Manager in the proposed

service area. These individuals may choose to support three or more proposing organizations; and

- Have a track record of meeting performance expectations.

#### **IV. Service Description**

The project is targeted toward individuals adversely impacted by Hurricane Katrina with multiple barriers to employment. Barriers could include economically disadvantaged, underemployment, unemployment, basic skills deficiencies, TANF recipients, or other obstacles to employment. The service provider must describe how the following services will be delivered:

- Outreach, Recruitment and Enrollment:

The contractor shall perform outreach and recruitment activities sufficient to maintain enrollment levels at training capacity. The contractor shall coordinate with the appropriate WIN Job Center to assess, verify, and document applicant eligibility for the construction training program. The contractor shall ensure that complete MDES eligibility verification forms and MDES intake forms are on file for all participants prior to training. The contractor shall describe its recruitment process to include coordination with the Mississippi Department of Human Services, WIN Job Centers, and the Local Workforce Investment Area located in its construction training service area to identify potential trainees.

To facilitate the tracking of participants and outcomes, all services provided to trainees must be entered into the MDES Participant Tracking System. The Contractor will coordinate with the WIN Job Center system to ensure appropriate enrollment, training, and outcome data is entered into the Participant Tracking System.

- Construction Skills Training: The contractor is expected to provide a minimum of 200 hours construction related skills training to eligible individuals.

The contractor will be responsible for the development and implementation of a detailed short term training plan. The Contractor will be responsible for providing the training facility and or mobile training unit, training supplies, training aids, and tools for the trainees. Contractor will also be responsible for providing instructors and applicable insurance to include general liability and worker's compensation insurance. (See Section M. Audit, Bonding and Insurance.) The Contractor will be required to establish a partnership with a non-profit home builder or a governmental entity engaged in Hurricane Katrina housing initiatives to provide an on-site training opportunity to participants in the construction of a low to moderate income residential dwelling.

Contractor will be required to outline and provide a training curriculum that includes at a minimum the following:

- Plumbing
- Electrical

- Masonry
- Roofing
- Drywall
- Carpentry
- Heating, Ventilating, and Air Conditioning
- Occupational Safety and Health Administration (OSHA) Safety Certification – Minimum of Ten (10) Hours

- Work Experience:

Contractor shall provide a minimum of 20 hours per week paid work experience to all participants. Participants must receive at least the federal minimum wage. Wages may be paid at the prevailing wage for an entry level construction job. Contractors shall provide appropriate supervision, sufficient materials, and equipment for participants. Health and safety standards established under federal and state law are applicable to working conditions or participants under this activity. Contractor must maintain workers compensation insurance. (See Section M. Audit, Bonding and Insurance.)

- Tracking, Job Placement and Follow-up:

Contractors are required to identify employment opportunities that will be available to trainees once training is completed. The contractor shall assist participants completing training with job search activities to enter and maintain employment. The contractor shall work with employers to identify on-the-job training opportunities, if appropriate.

Each of the services listed above will be carefully coordinated with MDES Recovery Staff, WIN Job Center staff and the Twin Districts Workforce Area staff. Each of these services should leverage outside, non-MDES resources.

Eligibility determination for NEG and registration for MDES employment services will be performed by MDES staff, and not by the service provider. Funding for the eligibility for workforce training will similarly be handled by MDES staff. Outreach, recruitment, soft-skills need identification and skill building, transportation and family care, need identification and problem solving and counseling to increase training completion, job retention and workplace success will primarily be the service provider's responsibility, although these services must be carefully coordinated with MDES and its Recovery staff.

## **V. Logistics**

### **Month One:**

The first month will be an organizational and staging period. A project coordinator should be on board during the first month.

### **Month Two through Twelve:**

Outreach and recruitment efforts will be initiated and will gain intensity. The contractor will work with individuals recruited to pre-screen for eligibility, aptitude, and ability to succeed.

Month Three:

All other services will be fully initiated.

Month Eleven:

The project performance and the area demand will be evaluated to determine possible option year funding.

Funds received from MDES for this project may be spent on reasonable salaries and fringe benefits for project staff, staff transportation costs, equipment usage, supplies, participant wages, and participant supportive services.

Administrative costs are capped at 10% of the project budget. All costs must be reasonable, necessary, allocable and allowable as described in WIA rules, state policies and procedures and in the applicable Federal Office of Management and Budget (OMB) circulars.

## **VI. Performance Indicators and Levels**

The baseline period for evaluating the provider's performance will be 12 months for the execution of the contract. The provider will be evaluated quarterly, based upon the following Performance Indicators:

Completion Rate (# of enrollees who complete)	75%
Entered Employment Rate (# of completers who enter employment)	75%
Retention Rate (# of completers who retain employment 6 months)	50%

The Contractor shall maintain contact with all participants, completers and non-completers, to collect placement and retention data.

The service provider will be required to submit a quarterly performance report to MDES. Continued funding, particularly for the demonstration project's second year, will be based upon performance outcomes and cost effectiveness. The provider will also be monitored and audited. All monitoring and audit findings must be promptly and appropriately resolved.

## **VII. PROPOSAL AND AWARD RULES**

### **A. Proposal Format**

**All proposers must use the attached fill-in-the-blanks Proposal Package (*Attachment A*). Proposals should be single-sided, 8.5-inch-by-11-inch pages with 12-point font and 1 inch margins with numbered pages.**

The proposal submission must consist of one original and four copies. The original must be signed by a person authorized to sign for the proposer's organization. Omissions, inaccurate submissions, or out-of-order responses may cause the proposer's score to be reduced substantially, and may lead to proposal rejection.

**B. Acceptance of Proposal Content**

The contents of the proposal of a successful proposer may become contractual obligations if a contract ensues. Failure of the successful proposer to accept these obligations may result in cancellation of the award.

**C. Due Date**

**Proposals must be received by 2:00 p.m. of Tuesday, May 1, 2007.** Proposals sent through the mail must be addressed to:

Mississippi Department of Employment Security  
1235 Echelon Parkway  
Jackson, Mississippi 39213

Attention: Procurement  
(601)-321-6066

Deposit of a proposal into the mail or delivery to a different person or address does not constitute proposal submission unless the proposal is in fact received at the foregoing address by the time stated. Hand delivery of proposals is strongly encouraged. Receipts will be issued upon request. Proposals that are hand-delivered must be submitted to the above address by the foregoing date and time.

**D. Rejections of Proposals**

MDES reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of MDES. MDES does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

**E. Changes**

All awards will be based upon fund availability. MDES reserves the right to terminate or modify any part of this procurement process at any time and for any reason; to award one contract or multiple contracts; to negotiate changes; to make no awards; and to issue new and/or revised policies and clarifications at any time. If it becomes necessary to revise any part of this RFP, addenda will be provided to all entities who received the original RFP.



#### **F. Proposers' Conference**

A Proposers' Conference will be held to answer questions and to cover the requirements for preparing a proposal. The Conference is scheduled for Tuesday, April 24, 2007 at the MDES Main Conference Room, located at 1235 Echelon Parkway, Jackson, Mississippi at 1:00 p.m.

All interested parties are urged to attend. The purpose of the proposers' conference is to allow potential bidders an opportunity to present questions to staff and obtain clarification of the requirements of the RFP and its documents. Minutes of the conference will be published.

#### **G. Proposal Authorship and Ownership**

Use of professional writers is discouraged since the quality of the proposal is one method for evaluating the skills of the staff and the ability of the organization to operate the proposed program. All proposal writers who do not work for the proposing organization on an ongoing basis must be identified and cannot be paid proposal writing fees from current or future MDES awards.

All proposals become MDES property. Proposals will be made available for inspection only after award of contract. For this reason, proprietary material should be clearly labeled as such. The classification of an entire proposal as proprietary or trade secret is not acceptable and may result in rejection of the proposal. Request to review proprietary information will be handled in accordance with state law and applicable procedures. All disclosures of proposal information to interested parties will be made in compliance with MDES policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 26-61-1 et seq., of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1

#### **H. Conflict of Interest**

All proposals must be accompanied by a statement disclosing (1) any involvement, financial or otherwise, that an employee, officer or agent of MDES may have in the proposing organization and (2) any involvement, financial or otherwise, that any employee, officer or agent of any other governmental agency may have in the proposing organization.

#### **I. On-Site Reviews and References**

The MDES reserves the right to make on-site visits to the proposer's place of business for examination of program capabilities. This examination may include inspection of facilities, review of the accounting system, and interviews with staff and trainees. On-site visits may be used in funding decisions.

**J. Equal Opportunity and Fair Treatment Assurance**

The proposer assures that, if it is awarded a contract through this RFP process, the proposer:

1. will not discriminate in the provision of service, employment practices, and in all terms, conditions and privileges of employment; and
2. will fully comply with Section 188 of the WIA Act, which prohibits discrimination, and with the assurance that is found at 29 CFR 37.20 (a) (1) of the WIA Regulations.

The MDES' Equal Opportunity Policy requires and supports equal opportunity and non-discrimination in all programs the MDES funds.

**K. Common Rule**

In accordance with Section .36 (e); A.110.44 (b) of the Common Rule, the MDES encourages, whenever possible, the utilization of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

**L. Fiscal Administration**

Each service provider must establish and maintain accounting and reporting systems that meet MDES and Federal requirements.

**M. Audit, Bonding and Insurance**

Each public or non-profit organization that expends a total of five hundred thousand dollars (\$500,000.00) or more in Federal funds from all funding sources must conduct a single audit in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations. Any audit shall comply with applicable Federal, MDES rules, regulations, policies and procedures.

Each private-for-profit organization that expends five hundred thousand dollars (\$500,000.00) or more in Workforce Investment Act (WIA) funding within its fiscal year must conduct an organization-wide financial and compliance audit performed on that fiscal year, in accordance with generally accepted government auditing standards (GAGAS), or a program-specific audit performed in accordance with generally accepted government auditing standards (GAGAS).

Organizations that are not currently funded by the MDES must submit a copy of their last annual audit.

Prior to initial disbursement of funds, the MDES shall receive a statement from the contractor's insurer certifying that it has appropriate and comprehensive insurance covering any incident arising from its operation. Such insurance shall at a minimum, include the following types of insurance and coverage limits:

- (A) Comprehensive General Liability - \$1 million each occurrence, with MDES added as an additional insured
- (B) Workers Compensation
- (C) Employee Dishonesty Bond Insurance with third party liability coverage and with limits of \$100,000.00

Proposer understands that should the minimum amounts listed above prove to be inadequate at any point during the contract period, proposer will be required to obtain adequate insurance.

**N. Pricing**

The charges in the proposal must not exceed those charged by the proposer to any other individual or organization for the same or similar services.

The proposer must guarantee that prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This neither precludes nor impedes the formation of a consortium of companies and/or agencies.

The proposer further certifies that all costs and prices are good faith best estimates as of the time the proposal is submitted.

**O. Payment Method**

Proposers who are awarded funds will be reimbursed for allowable costs that have been identified and approved in a contract that the proposer and the MDES have negotiated and executed. Contractors will be required to maintain documentation necessary to support each cost.

**P. Response to Inquiries**

All questions pertaining to this RFP must be submitted in writing to the above address by 2:00 P.M. CDT April 26, 2007. Inquiries may also be submitted via email to [bids@mdes.ms.gov](mailto:bids@mdes.ms.gov) or by fax to (601) 321-6060 and must be received by MDES by the date indicated above. Questions submitted after this date will not be considered. Vendors shall provide an email address or fax number for MDES to direct the consolidated "question and answer" document. MDES answers will be provided in writing and transmitted via email or fax to all prospective vendors who are known to have received a copy of the original RFP. The RFP and the consolidated "question and answer" document will be posted on the MDES website ([www.mdes.ms.gov](http://www.mdes.ms.gov) then click on RFPs and Bid Notices). Only answers transmitted in this manner will be considered official and valid by the MDES. No negotiations, decisions, or actions shall be initiated by any vendor as a result of any verbal discussion with any State or Agency employee or contractor.

## VIII. PROPOSAL SCORING AND SELECTION

While point scores will be used to rank similar programs, the MDES will consider policy goals as final funding decisions are made. These policy goals may include, but may not be limited to, the following:

- Cost effective service delivery is important.
- All programs should exceed performance expectations.
- All WIA participants must be provided necessary services.
- Fiscal, Participant Management Information, and Monitoring systems must meet all applicable local workforce area, MDES and Federal standards.

An established track record in addressing the above policy goals may be a prime consideration in fund award decisions.

Lower rated proposals may be funded ahead of higher ranked proposals at the discretion of the MDES, if such a decision is necessary in order to meet a policy goal. Proposals deemed acceptable for funding are not guaranteed funding.

The MDES proposal selection process follows:

### A. Responsive to the RFP

This is a pass/fail criterion applied to all proposals. If the proposal is incomplete, contains inaccurate information, or fails to contain the program design required by the RFP, it may be deemed unresponsive and may not be considered for funding.

### B. Pre-Award Survey

This is a discretionary criterion that may be applied. It is based upon a site review to determine whether a new proposer's facilities, equipment, staffing levels, administrative systems, and staff qualifications are adequate.

### C. Proposal Rating Criteria

Each responsive proposal will be scored on a 100 point scale, which follows:

1. Background and Track Record (30 points) - This criterion considers the proposer's background and past track record:
  - Background (10 points) - This subcriterion considers the extent to which the proposer's organization and background adequately position and qualify it to be, as appropriate, a service provider.
  - Performance Achievement (10 points) - This subcriterion considers the proposer's track record in achieving performance objectives, goals,

and standards, including enrollments and outcomes that are similar to those identified in Section III. of this RFP.

- Administrative Systems Operations (10 points) - This subcriterion considers the proposer's track record in operating fiscal, management information, and other administrative systems as required by Federal and State fund sources.
2. Program Design (45 points) - This criterion addresses the extent to which the proposer's program design addresses the applicable standards, activities, and services that are identified and described in Section IV of this RFP.
  3. Cost Effectiveness and Planned Performance Outcomes (25 points) - This criterion analyzes the proposal's performance outcomes and cost effectiveness, including:
    - Performance Outcome Levels (10 points) – This subcriterion considers the extent to which the proposal's performance outcome levels are reasonable, in light of the MDES performance goals.
    - Cost Reasonableness – Effectiveness and Clarity (10 points) - This subcriterion considers the extent to which the proposer's costs are a) reasonable, necessary, allowable and allocable; b) justified by the proposer's program design; and c) clearly described.
    - In-kind Cost Contributions (5 points) - This subcriterion considers the in-kind contributions the proposer will make to support the proposed project.

#### **D. Negotiation Rights**

MDES reserves the right to negotiate with any or all proposers concerning modification to proposals.

#### **E. Approval Process**

The name of each proposer that is recommended for funding will be forwarded to the MDES Executive Director and the Personal Services Contract Review Board. Unless both approve, a contract between the proposer and MDES will not be executed.

#### **F. Contracts**

Funding awards will not be final until the MDES and the proposer have negotiated and executed a written contractual agreement. If a contract is awarded, the selected proposer will be required to comply with general provisions that will be part of the contract. These general provisions are included as **Attachment B** to this RFP.

**G. Incurring Costs**

MDES assumes no liability for costs incurred in responding to this RFP or for costs incurred in anticipation of a contract.

**H. Protests**

If the proposer wishes to protest MDES' selection or fund allocation decision, the proposer must submit a written protest to MDES within 15 calendar days after MDES' notification of a decision. The protest will be conducted in accordance with MDES' procurement policy.

**I. Representation Regarding Contingent Fees**

The contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.

**J. Representation Regarding Gratuities**

The bidder, offeror, or contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 7-204 (Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

**K. Acknowledgment of Amendments**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the Mississippi Department of Employment Security by the time and at the place specified for receipt of bids.

**L. Certification of Independent Price Determination**

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without – for the purpose of restricting competition – any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

# NEG CONSTRUCTION SKILLS TRAINING & WORK EXPERIENCE

## Budget Narrative

Proposing Organization:

<b>Description &amp; Justification (Federal Contribution)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>
<b>(Local and Other Contributions described in Italics)</b>			
<b>SALARIES</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>FRINGE BENEFITS</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>TRAVEL</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>CONTRACTUAL</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			

Proposing Organization:

<b>Description &amp; Justification (Federal Contribution)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>
Description, Basis & Justification:			
<b>PARTICIPANT WAGES</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>PARTICIPANT FRINGE BENEFITS</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>OTHER (SPECIFY)</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>OTHER (SPECIFY)</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>OTHER (SPECIFY)</b>			
<i>Description:</i>			
Description, Basis & Justification:			



Proposing Organization:

<b>Description &amp; Justification (Federal Contribution)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>
Description, Basis & Justification:			
Description, Basis & Justification:			
<b>OTHER (SPECIFY)</b>			
<i>Description:</i>			
Description, Basis & Justification:			
Description, Basis & Justification:			
Description, Basis & Justification:			
<b><i>Direct Cost Total, Local Contributions</i></b>			
<b>Direct Cost Total, MDES Contributions</b>			
<b>Grant Total</b>			

## Budget Narrative Instructions

The Budget Narrative is a detailed description and justification of planned project costs and in-kind contributions. The proposer should take care to ensure that costs are allowable, necessary and reasonable for the services to be performed. The Budget Narrative will be scored on Cost Effectiveness and Clarity.

*Descriptions and amounts in italics and in shaded cells should represent non-MDES cost/contributions to the project.*

Descriptions, Basis and Justifications in nonitalicized font and unshaded cells should represent amounts requested from MDES for the project.

**Descriptions** should provide enough information and data to adequately represent the need for the funds. (See Example)

**Basis** should provide the rates and formula used to arrive at the amounts proposed.

**Justification** should describe why the costs are necessary to the success for the proposed activity and achieving the planned outcomes.

## COMMUNITY OUTREACH SERVICES

### Budget Narrative

Proposing Organization: Good Things CBO

Description & Justification (Federal Contribution)			
<i>Local and Other Contributions described in Italics</i>	Year 1	Year 2	Total
<b>SALARIES</b>			
<i><b>Project Director:</b> The project director will devote a minimum of 10% of his time to this project. Director will have oversight of the program and provide supervision, recruitment and training of the staff, overseeing contracts, and monitoring progress. At a minimum, this position requires a Masters Degree with an emphasis in social work or other related field.</i>	\$ 7,832	\$ 8,067	\$ 15,899
<i><b>Staff Accountant:</b> The project accountant will devote a minimum of 10% of time to this project. Accountant will provide fiscal support and management of this project. Accountant will be responsible for budgeting and fiscal reporting.</i>	\$ 6,503	\$ 6,698	\$ 13,201
<b>Program Liaisons:</b> Two program liaisons will be responsible for day-to-day outreach and service activities. At a minimum, staff will hold a Bachelors Degree (or equivalent) in the social services field. It is anticipated that each liaison will be responsible for 250 participants annually. 3 Program Liaisons x \$35,000= \$105,000. With possible 3% raise in year 2.	\$ 105,000	\$ 108,150	\$ 213,150
<b>Staff Assistant:</b> The staff assistant will perform all clerical duties for the project staff. This position requires a high school diploma or equivalent. 1 Staff Asst. x \$25,000 = \$25,000. With possible 3% raise in year 2.	\$ 25,000	\$ 25,750	\$ 50,750
<b>FRINGE BENEFITS</b>			
<i><b>Project Director:</b> Good Things pays 100% medical, dental, vision, life and disability for full-time employees@10%, UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, FICA @ 8% and Retirement @ 5% = 25% of annual salary.</i>	\$ 1,958	\$ 2,017	\$ 3,975
<b>Program Liaisons:</b> Good Things pays 100% medical, dental, vision, life and disability for full-time employees@10%, UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, FICA @ 8% and Retirement @ 5% = 25% of annual salary.	\$ 26,250	\$ 27,038	\$ 53,288
<b>Staff Assistant:</b> Good Things pays 100% medical, dental, vision, life and disability for full-time employees @10%, UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, FICA @ 8% and Retirement @ 5% = 25% of annual salary.	\$ 6,250	\$ 6,438	\$ 12,688
<b>TRAVEL</b>			
<i><b>Project Director:</b> Funds for travel for travel necessary for oversight of the program and provide supervision, recruitment and training of the staff, overseeing contracts, and monitoring progress of project(Good Times reimburses staff at a rate of 45 cents per mile). 1 x 1000 miles x .45/mile = \$450</i>	\$ 450	\$ 450	\$ 900
<b>Program Liaisons:</b> Funds for travel for Project Director for travel necessary (Good Times reimburses staff at a rate of 45 cents per mile). 3 PLs x 3000 miles x .45/mile = \$2700	\$ 4,050	\$ 4,050	\$ 8,100

<b>EQUIPMENT</b>			
<b>Computers:</b> GoTech computers will provide Good Things with 12 computers with instructional software and year 2 upgrades for use by project participants. 12 Computers and Instructions Software x \$2000 (value for each) = \$24,000 Value of Year 2 upgrades \$2400.	\$ 24,000	\$ 2,400	\$ 26,400
<b>Computers:</b> Computers for Program Liaisons and Staff Assistant. 3 x \$1500= \$4500	\$ 4,500		\$ 4,500
<b>PARTICIPANT WAGES</b>			
Participant Wages: \$9.00/hr will be provided for training /work experience. \$9.00/hr X 100 hours X200 participants	\$ 180,000	\$ 180,000	\$ 360,000
<b>PARTICIPANT FRINGE BENEFITS</b>			
Participant Fringe Benefits: UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, and FICA @ 8% = 10% of wages	\$ 18,000	\$ 18,000	\$ 36,000
<b>PARTICIPANT SUPPORTIVE SERVICE</b>			
Gas Cards: Debit gas cards in the amount of \$25 will be given to project participants as reimbursement for travel to necessary training and job interviews according to policy to be approved by MDES. \$25 x 500 = \$12,500 per year	\$ 12,500	\$ 12,500	\$ 25,000
<b>CONTRACTUAL</b>			
<b>Audit:</b> An independent auditor will be contracted to conduct a yearly audit of program finances. The auditor will be selected using standard Good Things fiscal/administrative management procedures. Good Things' financial statements are audited annually under OMB A-133. @ 3% of total Contract Amount - Audit Costs.	\$ 6,137	\$ 6,148	\$ 12,284
<b>Evaluation:</b> An external evaluator will oversee all program evaluation activities including developing appropriate instruments, conducting focus groups and interviews with students, staff, and agencies, and preparing the required evaluation reports. The evaluation team will also work extensively with project staff to develop a relational database to ensure accurate data collection for program monitoring and reporting purposes. Estimated costs based on historical data.	\$ 5,000	\$ 5,000	\$ 10,000
<b>STAFF SUPPLIES</b>			
Staff Supplies: General office supplies include paper, pens, pencils and other desk supplies. 4 Staff x \$1,000/year	\$ 4,000	\$ 4,000	\$ 8,000
<b>RENT, UTILITIES &amp; MAINTENANCE</b>			
Rental costs cover direct service staff at the WIN Job Center. It is anticipated that the program will require 500 square feet of space at \$1.00/square foot/month \$500 x 12 = \$6,000. Utilities are estimated to be \$400 and the building maintenance fee is \$100 - \$500 x 12 = \$6,000	\$ 12,000	\$ 12,000	\$ 24,000
<b>Direct Cost Total, Local Contributions</b>	<b>\$ 40,743</b>	<b>\$ 19,632</b>	<b>\$ 60,375</b>
<b>Direct Cost Total, MDES Contributions</b>	<b>\$ 408,687</b>	<b>\$ 409,073</b>	<b>\$ 817,760</b>
<b>Grant Total</b>	<b>\$ 449,430</b>	<b>\$ 428,705</b>	<b>\$ 878,135</b>

# Mississippi Department of Employment Security PROPOSAL PACKAGE

<b>Construction Skills Training &amp; Work Experience in Southeastern Mississippi</b>
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Organization:	Federal Tax ID Number:						
Contact Person:	Phone Number:						
Physical Address:							
Mailing Address (If different):							
E-Mail Address:	Fax Number:						
<b>Checklist:</b> The following items comprise our Proposal: <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Completed Cover Page</td> <td><input type="checkbox"/> Non-Profit Corporate Certificate</td> </tr> <tr> <td><input type="checkbox"/> Completed Proposal Package</td> <td><input type="checkbox"/> Local Area(s) Support Letter(s)</td> </tr> <tr> <td><input type="checkbox"/> Most Recent Audit Report</td> <td><input type="checkbox"/> WIN Job Center Support Letter(s)</td> </tr> </table>		<input type="checkbox"/> Completed Cover Page	<input type="checkbox"/> Non-Profit Corporate Certificate	<input type="checkbox"/> Completed Proposal Package	<input type="checkbox"/> Local Area(s) Support Letter(s)	<input type="checkbox"/> Most Recent Audit Report	<input type="checkbox"/> WIN Job Center Support Letter(s)
<input type="checkbox"/> Completed Cover Page	<input type="checkbox"/> Non-Profit Corporate Certificate						
<input type="checkbox"/> Completed Proposal Package	<input type="checkbox"/> Local Area(s) Support Letter(s)						
<input type="checkbox"/> Most Recent Audit Report	<input type="checkbox"/> WIN Job Center Support Letter(s)						
Requested Funding For Year One - July 1, 2007 – June 30, 2008	\$						
Requested Funding For Year Two - July 1, 2008 – June 30, 2009	\$						
TOTAL Requested Funding	\$						
I hereby declare that the information provided in this proposal is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in a matter related to this proposal.							
Name:	Title:						
Signature:							
Date:							

<b>For MDES Use Only</b>	
Date Received:	Time Received:
Received By: (Print Name)	Signature:

# Mississippi Department of Employment Security PROPOSAL PACKAGE

## Construction Skills Training & Work Experience in Southeastern Mississippi

### VENDOR STATEMENT OF COMPLIANCE

#### **Prospective Contractor's Representation Regarding Contingent Fees**

The prospective Contractor represents as a part of such Contractor's proposal that such Contractor has not retained any person or agency on a percentage, commission, brokerage, or other contingent arrangement to secure this contract.

#### **Debarment**

The prospective Contractor certifies as a part of such Contractor's proposal that such Contractor is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contract issued by any political subdivision or agency of the State.

By submission of this proposal, I have agreed to adhere to **all conditions and requirements**, as set forth in the MDES Request for Proposal, including all the contract conditions contained in the draft contract enclosed. I further understand that my failure to comply with all requirements and qualifications will result in disqualification of my proposal relative to this procurement action. I have submitted appropriate documentation and completed proposal form(s) as necessary to substantiate this evaluation. If inadequate, my proposal will not meet the proposal requirements and will be evaluated as "Not Meeting Specifications."

To concur, sign below:

OFFEROR: \_\_\_\_\_ Date: \_\_\_\_\_

***Be sure to check each box and answer each question as requested below. All responses must follow the instructions provided. The length must be limited as prescribed by the instruction. This section is a precondition to scoring and funding any proposal.***

**I. Bidder Qualifications**

- ☐ A. How long has your organization been incorporated as a Mississippi Corporation?  
Date of Incorporation:
- ☐ B. A copy of the certificate of incorporation must be attached to this proposal.
- ☐ C. For how many years has your organization successfully managed Federal funds?
- Source of Funds:  
Years of Funding:  
Contact Person at Funding Agency:  
Contact Person's Phone Number:
- ☐ D. For how many years has your organization delivered the same or similar services to the target group?

**1. Unemployed, Underemployed, or No Work History:**

Years of Service:	
Services Delivered:	
Local Reference(s)	
Name	Telephone Number

**2. Economically Disadvantaged**

Years of Service:	
Services Delivered:	
Local Reference(s)	
Name	Telephone Number

3. Eligibility Criteria-To Be Completed by Proposer

Years of Service:	
Services Delivered:	
Local Reference(s)	
Name	Telephone Number

- ☐ E. Which non-MDES funds/resources will be leveraged by this proposal if it is funded?
1. Resource:  
Estimated resources/funds leveraged:
  2. Resource:  
Estimated resources/funds leveraged:
  3. Resource:  
Estimated resources/funds leveraged:
- ☐ F. A letter of support from the Twin Districts Workforce Area is attached to this proposal.
- ☐ G. A letter of support from the appropriate WIN Job Center Manager is attached to this proposal.
- ☐ H. The following quantifiable program performance has been delivered by the proposing organization:
1. Performance Objective:  
Performance Achieved:  
Percent of Goal Achieved:  
Period of Performance:
  2. Performance Objective:  
Performance Achieved:  
Percent of Goal Achieved:  
Period of Performance:
  3. Performance Objective:  
Performance Achieved:  
Percent of Goal Achieved:  
Period of Performance:



## **II. BACKGROUND AND TRACK RECORD (30 Points)**

### **A. Background (10 Points) (Two Pages)**

1. Describe your organization's experience in serving the target group listed in Section IV of the RFP. (5 points) (Maximum Limit – One Page)
2. Describe your organization's experience in delivering services in the target areas and linkages with other community groups in the areas. (5 points) (Maximum Limit – One Page)

### **B. Performance Achievement (10 Points) (One Page)**

Refer to the performance objective(s) listed in Attachment A, Section I.H. of this proposal. Describe how the performance objective(s) are similar to the objective(s) this RFP seeks to achieve (RFP – Section V.). Explain why your organization's past performance is a good predictor of high performance if this proposal is funded by MDES (10 points) (Maximum Limit – One Page)

### **C. Administrative Systems (10 Points) (One Page)**

- 1 Describe your organization's track record in managing public funds. Explain any adverse monitoring or audit findings within the last three years, including how these problems, if any, have been successfully addressed. (6 points) (Maximum Limit – One-half Page)
2. Describe your organization's performance reporting systems. Explain any adverse monitoring, audit, or performance problems, if any. Include a description of how problems have been discovered and successfully resolved. (4 points) (Maximum Limit – One-half Page)

## **III. PROGRAM DESIGN (45 points)**

- A.** Describe your organization's outreach/recruitment strategy for **hard to serve individuals with multiple barriers i.e. TANF, Food Stamp Recipients, underemployed, low skilled, and unemployed.** (5 points) (Maximum Limit – One-half Page)
- B.** Describe your organization's strategy and coordination with construction industry employers that will impact the number of these target groups who become employed and retain employment. (5 points) (Maximum Limit – One-half Page)
- C.** Describe your organization's strategy to provide follow-up and post employment services. (5 points) (Maximum Limit – One-half Page)
- D.** How will supportive services needs be identified and addressed? (5 points) (Maximum Limit – One-half Page)
- E.** Describe the construction training curriculum. (10 points) (Maximum Limit – One Page)
- F.** Describe the facilities to be used in the delivery of this training. (5 points) (Maximum Limit – One Page)

- G.** Describe your organizations strategy to develop partnership with non-profit, low to moderate income, residential home builders. (10 points) (Maximum Limit – One Page)

**III. COST EFFECTIVENESS AND PLANNED PERFORMANCE OUTCOMES**  
(25 Points)

**A. Planned Performance**

Complete the following table to show planned outcomes. You may include additional outcomes that add value to the training or services. (10 points)

Outcome	Number	Rate
1. Individuals Trained		
2. Individuals Completing Training (# trained)		(#2 divided by #1)
3. Entered Employment (# of completers who enter employment)		(#3 divided by #2)
4. Retention Rate (# of completers who retain employment 6 months)		(#4 divided by #2)
5. Individuals Receiving Supportive Services (# trained)		(#5 divided by #1)
6. Work Experience(# of completers)		(#6 divided by #2)
7. Other - Specify		

**B. Cost Effectiveness (5 points)**

Complete the attached budget section. Explain why all costs are reasonable and necessary and cost effective. (Maximum Limit – One-half Page)

**C. Budget Clarity (5 points)**

Your proposal will also be rated on the extent to which the attached budget is clear and whether all costs are allowable under WIA rules.

**D. In-Kind Costs (5 points)**

Refer to Attachment A, Section I. of the proposal where leveraged dollars and resources are listed. Explain how non-MDES funds and resources will be leveraged to increase project effectiveness and performance outcomes.

***Attachment B***  
**GENERAL CONTRACT PROVISIONS**

**General Contract Terms**

As required by OMB Circular A-102 and 29 CFR 97.36(i), MDES will include terms addressing the following:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms;
2. Termination for cause and for convenience, including the manner in which termination will be effected and the basis of settlement;
3. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60);
4. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3);
5. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5);
6. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.);
7. Requirements and regulations pertaining to financial and participant reporting;
8. Requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed due to the contract;
9. Requirements and regulations pertaining to copyrights and rights in data;
10. Access by the Department of Labor, MDES, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor;
11. Retention of all required records for three years after the MDES makes final payments and all litigation, audit and monitoring concerns are fully resolved;
12. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15);
13. Mandatory standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL. 94-163, 89 Stat. 871);
14. Equal treatment of and religious liberty for organizations and individuals, regardless of religious affiliation or lack thereof, in accordance with Executive Order 13270, 20 CFR Parts 667 and 670, 29CFR Parts 2 and 37, published July 12, 2004;
15. The basis for payment, contract deliverables and performance expectations;
16. Compliance with 29 CFR 37.20, nondiscrimination and equal opportunity provisions contained in:
  - a. Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against individuals on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States or on the basis of participation in any WIA Title I-financially assisted program or activity;
  - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits

- discrimination against qualified individuals with disabilities;
  - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
  - f. 29 CFR Part 37 and all other regulations implementing the laws listed above.
17. Compliance with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result federally assisted programs:
  18. Compliance with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  19. Compliance with flood insurance purchase requirements in section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
  20. Compliance with environmental standards which may be prescribed pursuant to the following: (a) Institution of Environmental Quality Control Measures under the National Environmental Policy Act of 1969 (PL. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (PL 93-523), and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (PL 93-205);
  21. Compliance with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system;
  22. Compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*);
  23. Compliance with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
  24. Compliance with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 U.S.C. 2131 *et seq*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.
  25. Compliance with the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq*) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  26. Compliance with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.